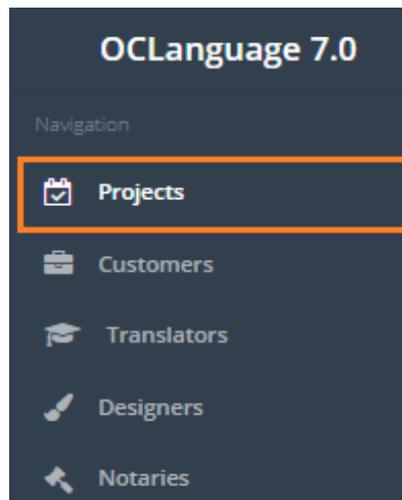


### 7.14. How to issue PO document for vendor

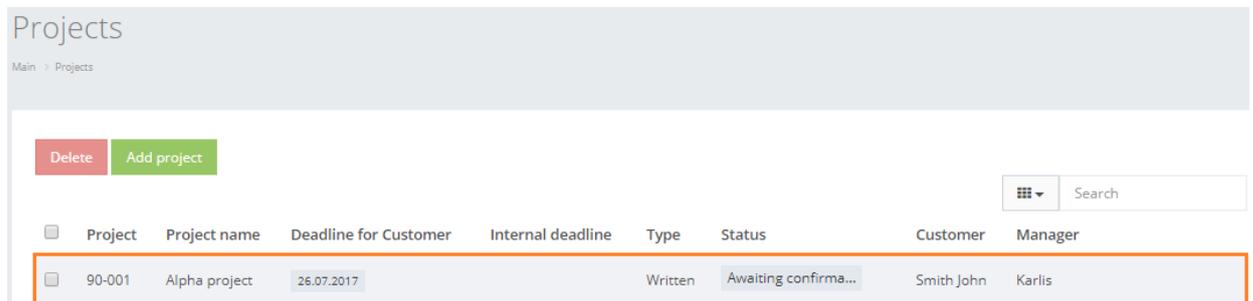
OCLanguage allows user to generate PO documents automatically for all kind of tasks (Translation, Translator service (selection, literary editing, validation, layout, proofreading), DTP, Notary certification, Sworn translator, Other task).

To create a new Purchase order (PO) for vendor services, go through the following steps:

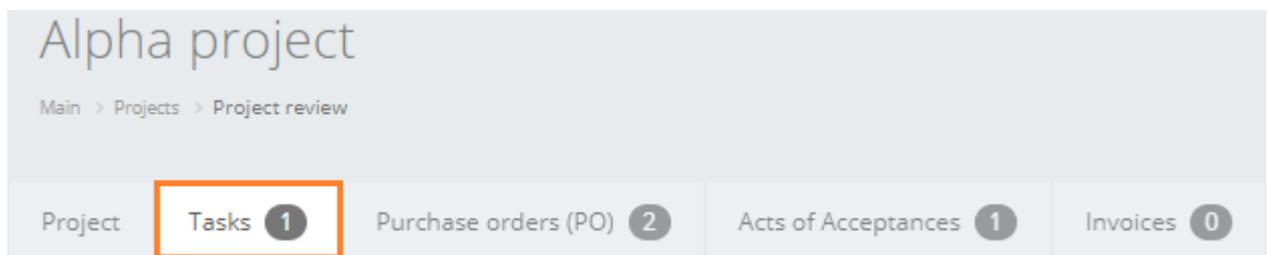
1. Open the project data in the main menu and click “Projects”.



2. Click a particular project.



3. Click tab “Tasks” to open the Task window.



4. Click “Add task”.

Alpha project  
Main > Projects > Project review

Project Tasks **1** Purchase orders (PO) **2** Acts of Acceptances **1** Invoices **0**

New task ▼ ✕

[Add task](#)

5. Fill in the task data. To issue PO for this task, check the box “Include task in PO”. Click “Save”.

Include task in PO

Completed

[Add task](#)

[Save](#) [Issue agreement](#) [Issue invoice](#) [Delete](#)

In “Tasks” sheet you can view all data about the actual tasks.

Alpha project  
Main > Projects > Project review

Project Tasks **2** Purchase orders (PO) **1** Acts of Acceptances **1** Invoices **1**

Notary approval ▼ ✕

Translation task ▼ ✕

[Add task](#)

[Save](#) [Issue agreement](#) [Issue invoice](#) [Delete](#)

To create PO, click sheet “Purchase orders (PO)”.

Project Tasks **2** **Purchase orders (PO) **0**** Acts of Acceptances **1** Invoices **1**

Click “Issue PO”.

Alpha project  
Main > Projects > Project review

Project | Tasks **2** | Purchase orders (PO) **0** | Acts of Acceptances **1** | Invoices **1**

#	Issuance date	Task name	Languages	Vendor	Manager	
						<a href="#">Issue PO</a>

[Save](#) [Issue agreement](#) [Issue invoice](#) [Delete](#)

The system interface will be automatically reloaded and you will see a new PO generated.

Alpha project  
Main > Projects > Project review

Project | Tasks **2** | Purchase orders (PO) **1** | Acts of Acceptances **1** | Invoices **1**

#	Issuance date	Task name	Languages	Vendor	Manager	
149	19.07.2017	Translation task	ENG->HUN	Fast translations Ltd.	Karlis	<a href="#">📄</a> <a href="#">🗑️</a>

[Issue PO](#)

[Save](#) [Issue agreement](#) [Issue invoice](#) [Delete](#)

Click [📄](#) to open PO in .pdf format (Internet browser will open a new tab).

Click [🗑️](#) to delete PO (the system will permanently delete the PO document).

**!** Please note that POs for particular project can be seen in project data (under “Purchase orders (PO) sheet) or in Purchase Orders database (accessible in main menu “Documents” -> “Purchase orders (PO)). More information about PO database is provided in user manual “5.2. Purchase orders (PO)”.

Below you can see that the vendor has received Purchase Order for this task.

## Информация о задании

Inbox x



sales@oclanguage.com  
to me ▾

9:14 AM (0 minutes ago) ☆



Russian ▾ > English ▾ [Translate message](#)

[Turn off for: Russian](#) x

Задание

LLC "OCL", 40002154241  
Rīga, Brīvības 81

Исполнитель: Gatis Vambals  
Дата заказа: 05.04.15 10:14  
Номер заказа: № 65-003-01  
С языка: ENG  
На язык: UKR  
Ссылка на переводимый файл: <http://demo.oclanguage.com/file.php?key=1edcad1b48c723d7b670580579f85c2d>  
Срок сдачи: 28.02.2015 11:00:00  
Отправить на адрес: [admin@admin.ua](mailto:admin@admin.ua)  
Заказ отправил (а): Admin Admin  
Заказ получил: Gatis Vambals



Click here to [Reply](#) or [Forward](#)